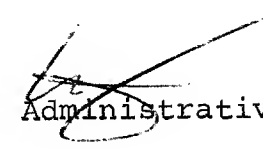


19 February 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Chief, Administrative Staff
THROUGH: Executive Officer
SUBJECT: Weekly Report for the Week Ending
18 February 1981

ADMINISTRATIVE

All ODP employees will be receiving a Federal Employees' Group Life Insurance (FEGLI) Program election form (SF 2817) in the next few days. All employees are required to complete this form during the upcoming FEGLI open enrollment period of 1 through 31 March 1981. Failure to do so will result in an employee being automatically enrolled in basic FEGLI life insurance coverage, but with any previous elections of optional insurance being cancelled. For further information, please call on extension


Chief, Administrative Staff